



## INDIANA DEPARTMENT OF TRANSPORTATION

### INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE COMMUNITY CROSSINGS APPLICATION

- 1) Open document Community Crossing Application on Local Public Agency Programs webpage ( <http://www.in.gov/indot/2390.htm> )
- 2) The application is a fillable-.pdf form.
- 3) Complete the application and click Save As. In the application, complete the first section, then either Project Information sections (Pavement for Road projects or Bridge for Bridge projects), then complete the last two sections.
- 4) Please use naming convention for application: *{LPA name}CCMG.pdf*
- 5) If submitting more than one application, please add number 1, 2, etc. after CCMG in name.
- 6) Please use naming convention for Funding Commitment Letter: *{LPA name}Funding.pdf*
- 7) Please use naming convention for Asset Management Plan: *{LPA name}{Road or Bridge}Asset.pdf*
- 8) Please use naming convention for project preliminary estimate: *{LPA name}Estimate.pdf*
- 9) Please use naming convention for project map: *{LPA name}Map.pdf*
- 10) Attach the above documents to an email sent to [LPA\\_MPO@indot.in.gov](mailto:LPA_MPO@indot.in.gov)
- 11) Please put *{LPA name}CCMG* application in Subject line of email
- 12) Your Asset Management Plan must also be submitted to LTAP at the following email address: [inltap@purdue.edu](mailto:inltap@purdue.edu). The asset management plan must be in Excel format. Please use naming convention from #7 above. Please put same name in subject line in email to LTAP. Your Asset Management Plan may be submitted to LTAP before your application

